

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: November 2, 1998

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **CHANGE OF ADDRESS**

TO: All ORO and OSTI Employees

As a result of the September 27, 1998, implementation of the Corporate Human Resource Information System (CHRIS), notifications of home address changes will be processed internally by the Personnel and Management Analysis Branch (PMAB). Employees who need to make a change to their home address should access the Human Resources Division web site at <http://www.oro.doe.gov/pmab> to print a Change of Address form. Completed forms should be forwarded to PMAB, the Internal Security Branch of the Safeguards and Security Division, and the Financial Systems, Data Integrity, and Payroll Branch of the Oak Ridge Financial Service Center. Addresses on record in CHRIS will be used for mailing your Earnings and Leave Statement, Thrift Savings Plan Participant Statement, W-2 Form, and other official employment-related documents.

You should be aware that a change to your address submitted in this manner will not affect the address to which your savings bonds are mailed. You must complete a new savings bond card and submit it directly to the Oak Ridge Financial Service Center; Financial Systems, Data Integrity, and Payroll Branch to effect this change. Questions regarding changes of address should be directed to your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

NOTICE OF CHANGE OF ADDRESS

Date: _____

To: Personnel and Management Analysis Branch, AD-442

Employee Name: _____

_Social Security Number: _____

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Organization: _____

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Please update my official records to include the following change of address:

Street Address/Post Office Box: _____

City/County: _____ State: _____ Zip Code: _____

I understand that this request will be used to change my home address for the purpose of receiving correspondence such as: my Earnings and Leave Statement, Thrift Savings Plan Participant Statement, and W-2 Tax Statement.

Signature

cc:

Oak Ridge Financial Service Center
Safeguards & Security Division

Note: For savings bond address changes, complete a savings bond card and forward it to the Oak Ridge Financial Service Center. The address to which your savings bonds are mailed will not be changed solely on the basis of submittal of this form.